



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO BOX 806
TRENTON, NJ 08625-0806

RICHARD J. CODEY
ACTING GOVERNOR

CHARLES A. RICHMAN
ACTING COMMISSIONER

July 25, 2005

Re: Public Housing Crime Reports

Dear Property Owner:

I am writing to inform you that the Housing Authority Crime Reports law (N.J.S.A. 52:27D-3.4) enacted by the New Jersey Legislature last year requires you to report crime statistics annually to the Department of Community Affairs. The law is intended to improve the safety and security of tenants residing in publicly assisted properties.

If you are the Executive Director of a local housing authority that owns or manages low income units or you are the owner of property containing ten or more rental units receiving project-based federal rental assistance, you must file a "Public Housing Crime Report" with the New Jersey Department of Community Affairs accounting for the number of violent crimes and drug offenses committed on these properties. For the purposes of the Housing Authority Crime Reports law, reportable crimes are homicide, rape, robbery and aggravated assault and drug abuse offenses. Law enforcement agencies in your community will have records of the violent crimes and drug offenses occurring on each property. Procedures for obtaining the required information for the Report is published in NJAC 5:44A-1, 2.

The statistics you collect must be reported to the Department of Community Affairs, Division of Housing, by September 1, 2005 and shall cover the twelve months preceding the report from July 1, 2004 to June 30, 2005. The information that you submit will be reported to the Legislature.

A copy of the "Public Housing Crime Report" form and instructions are enclosed. They are also available on the Department's website www.state.nj.us/dca/dh. Please use a separate form for each property. Multiple buildings identified as part of the same property can be congregated into one report. Remember to identify not only yourself but also the name and address of your property on your submissions. Again, the report is due to DCA by **September 1**.

Thank you for your cooperation.

Sincerely,

Charles A. Richman
Acting Commissioner

Enclosures

c. Chief, Municipal Police Department



NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
INSTRUCTIONS FOR PUBLIC HOUSING CRIME REPORTS 2005

Reporting Requirements

- Executive directors of housing authorities and owners/managers of project based housing shall prepare and submit to the Department of Community Affairs a report on the violent crimes and drug offenses committed on their properties.
- Report due September 1, 2005.
- Report period: July 1, 2004 to June 30, 2005.
- Reportable crimes are homicide, rape, robbery and aggravated assault .
- "Public Housing Crime Report" form and instructions are enclosed and also available on-line at the Department's web site www.state.nj.us/dca
- Submit separate report forms for properties located in different developments or municipalities. Buildings in the same development may be aggregated for reporting purposes.
- The completed report shall be signed by the executive director and chairman of the housing authority or by the owner or manager of the project-based rental housing and submitted no later than September 1, 2005 to the
Department of Community Affairs
Division of Housing
101 S. Broad Street, PO Box 051
Trenton, NJ 08625
Attn: Maxine Scribner

Obtaining crime and drug information

Housing directors/managers should provide local Law Enforcement agencies with the names and addresses of covered properties owned at any time during the preceding 12-month reporting period and request information on the number and type of violent crimes and drug offenses committed on these properties.

Compliance

Each housing authority and project-based housing entity is required to make a reasonable effort to obtain and accurately report the information requested. Those unable to provide the requested information shall submit a certification signed by the law enforcement agency official responsible for maintaining crime records stating that the information requested is unavailable.

If you have any questions about the report, please contact Mario Diaz at 609-943-4640.

PUBLIC HOUSING CRIME REPORT

Report Period: _____ to _____

General Information

Name of property owner, corporation, or authority			
Mailing Address			
Name of contact person (Director, Manager)			
Title of Contact Person			
Telephone number (and extension)		Ext.	
Email Address			
Name and address of housing development			
Source of crime statistics data			
Total number of residents			
Total number of units			
Annual expenditure for crime prevention and drug elimination			

Number of Incidents

TYPE OF VIOLENT CRIMES					NARCOTICS	
HOMICIDE	RAPE	ROBBERY	AGGRAVATED ASSAULT		NARCOTICS POSSESSION	DRUGS: DISTRIBUTION/ MANUFACTURE

This report has been reviewed and is submitted by:

HOUSING AUTHORITY

Executive Director

Date

OR

PROJECT BASED HOUSING

Property Manager

Date

Mail completed reports to:
Maxine Scribner, Program Manager
Department of Community Affairs
Division of Housing
P.O. Box 051
Trenton, New Jersey 08625-0051

